

**BY ORDER OF THE COMMANDER**

**SAFB SUPPLEMENT 1**  
**AFMAN 23-110, Vol II, Pt 13, Chap 8**  
**25 October 1999**  
**Supply**



**STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES**  
**EQUIPMENT MANAGEMENT PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume II, Part Thirteen Chapter 8 is supplemented as follows:** This supplement applies to organizations supported by SAFB Base Supply, including tenants and satellites. It does not apply to any geographically separated unit.

★**8.5.1.8.** Promptly process clearance letters received from the Customer Support Flight relative to departing individuals with supply obligations in accordance with SAFBI 23-101, **Personnel Outprocessing**, to ensure obligations are satisfied, accounts transferred to a qualified individual and a joint physical inventory accomplished prior to their departure. In the event primary and alternate EAID custodians are absent due to hospitalization, or are permitted to depart their unit for an on-base reassignment or Permanent Change of Station (PCS) without properly clearing their account, the squadron commander, or staff agency or flight chief automatically assumes full custodian responsibility for the account until the alternate custodian or replacement custodian can be appointed and the account properly inventoried and receipted for by the newly appointed custodian.

**8.5.2.2.** Excess property found during an inventory is processed as follows:

**8.5.2.2.1. (Added)(SAFB).** The Inventory Element prepares an inventory overage document (AF Form 2005, **Issue/Turn-in Document**) and obtains the custodian's signature in Block J. When the custodian discovers the overage, a copy of the AF Form 601, **Equipment Action Request**, will be attached to the inventory overage document in lieu of the custodian's signature.

**8.5.2.2.2. (Added)(SAFB).** Inventory Element personnel process an adjustment that will change the on-hand quantity on the EAID detail.

**8.5.2.2.3. (Added)(SAFB).** If the adjustment creates an on-hand quantity greater than the authorized quantity, the custodian will submit an AF Form 2005 or an AF Form 601 to increase the authorized quantity. An AF Form 2005 is used when approval for the Basis of Issue (BOI) is base level. An AF Form 601 is used when approval for the Basis of Issue is higher than base level.

**8.5.2.9. (For 82 TRG/782 TRG only).** Excess Trainer Report (centrally managed trainers, non-listed trainers and training aids having a unit cost in excess of \$1000). When determined that the trainer is excess, the activity having direct control prepares the excess trainer report IAW AFPAM 36-2211, Guide for Management of Air Force Training Systems, and forwards the report to the Resources Flight (82 TRSS/TTR) for review and evaluation by the Training Equipment Manager.

**8.5.2.9.1. (Added)(SAFB).** If the Training Equipment Manager does not concur because of known or projected training requirements for the entire school, return the trainer report to the initiator advising of the nonconcurrence.

**8.5.2.9.2. .(Added)(SAFB).** If the Training Equipment Manager concurs, validate and forward the report as directed in AFPAM 36-2211 with a letter requesting the excess trainer report control number and the disposition instruction. Send copies of the letter to the applicable training squadron and the 82d Maintenance Squadron, Systems Logistics Flight..

**8.5.2.9.2.1. (Added)(SAFB).** Upon receipt of disposition instructions, furnish a copy to the activity that submitted the excess report and information copy to 82 MXS/LGML.

**8.5.2.9.2.2. (Added)(SAFB).** Direct the activity controlling the trainer to prepare a turn-in request in accordance with AFMAN 23-110, Vol II, Pt 13, Chapter 4.

**8.5.2.9.2.3. (Added)(SAFB).** Accomplish any actions required when AFR 65-110 is affected by the disposition instructions.

**8.5.2.15.** Property found on base which appears to have been lost or abandoned and which is not reflected on the CA/CRL is processed as follows:

**8.5.2.15.1. (Added)(SAFB).** If the organization requires the item, the custodian submits an AF Form 2005 with complete justification to the Equipment Management Element. The Equipment Management Element takes action to establish an EAID detail. The AF Form 2005 is then forwarded to the Inventory Element where personnel will run an adjustment that will establish EAID accountability for the item.

**8.5.2.15.2. (Added)(SAFB).** If the organization does not require the item, the custodian submits an AF Form 2005 to the Equipment Management Element. The Equipment Management Element coordinates with Pickup and Delivery Element personnel to have the item picked up from the organization and delivered to the Inspection Element. If the item does not require EAID accounting or cannot be linked to a previous user, it will be picked up on the Base Supply item record balance.

**8.5.2.24.1. (Added)(SAFB).** Each account custodian is designated as the point of contact for all office machine warranty or guaranty information.

**8.5.2.24.2. (Added)(SAFB).** The Base Supply Inspection Element provides copies of any warranties or guaranties received with supply items. The receiving document is annotated with model, serial number, manufacture's name and address, the contract or purchase order number (as applicable).

**8.5.2.24.3. (Added)(SAFB).** Upon receipt of items under warranty or guaranty, account custodians or responsible organizations ensure that the OF 274, Equipment Warranty, is properly completed. Contact the Base Supply Inspection Element, Extension 6-6455, immediately if the form is incomplete or missing.

**8.13.2. (For 82 TRG/782 TRG only).** Training custodians will route requests for transfers of custodian's accounts through the Resources Element (82 TRSS/TTR).

**8.14. NOTE:** Training custodians may request assistance from 82 TRSS/TTR for preparation of Reports of Survey, Statements of charges, etc.

**8.16.2.4. (For 82 TRG/782 TRG only).** Allowance Standards must be kept current with operating trend to reflect proper items and quantities of equipment necessary to meet essential requirements and provide effective logistical support. To accomplish this, using activities must recommend additions, deletions, alternates, on new items. Changes recommended will be submitted on AF Forms 601.

**8.16.3.(Added)(SAFB).** Equipment allowances for Air Education and Training Command (equipment used by training personnel, equipment required by maintenance to support training aircraft and equipment used by maintenance to support training courses).

**8.16.3.1. (Added)(SAFB).** Equipment used by training personnel (instructors) will be derived from Weapon System Allowance Standards (ASs). For training equipment, the seventh position will be an alpha O instead of the column in the allowance standard. The quantity authorized for training purposes is determined by the BOI in the allowance standard. The BOI for a training center is one per instructional group. An instructional group is the maximum number of students that may be trained simultaneously using one set of course related support equipment.

**8.16.3.2. (Added)(SAFB).** Equipment required by maintenance to support training aircraft will be derived from AS 922, Aircraft Maintenance. AS 922 is for organizational and intermediate maintenance when a weapon system AS is not authorized. The limited amount of equipment required to maintain these aircraft and the fact the weapon system ASs are normally reserved for operational units, with aircraft as a primary mission, are the primary reasons AS 922 is used to attain allowances.

**8.16.3.3. (Added)(SAFB).** Equipment used by maintenance to support training courses will be derived from not otherwise authorized ASs. Not otherwise authorized ASs are reserved for organizations which require equipment not provided by a weapon system or functional area AS. Maintenance is not authorized to cite a weapons system AS. Allowances for equipment that is jointly used by technical training and maintenance will be determined by the organization that is held accountable for the equipment on the Custodian Authorization/Custody Receipt Listing (CA/CRL).

**8.16.3.4. (Added)(SAFB).** Any requirement that is not authorized in the applicable AS requires submission of an AF Form 601.

**★8.22.2.2.** 82d Contracting Squadron (82 CONS/LGC) will not act on any AF Form 9 requesting lease or purchase of equipment item unless the Equipment Management Element verifies the requirement (reference AFMAN 23-110, Volume Two, Part Two, Chapter 22). Other equipment of the type subject to EAID records not authorized in the AS that will be required for more than six months will be approved by HQ AETC prior to lease or purchase (reference AFMAN 23-110, Volume II, Part Two, Chapter 22).

**8.22.13.** Special awards (trophies, plaques, etc.) are not stocked in Base Supply.

**8.23.1. (For 82 TRG/782 TRG only).** For training equipment items, include in the justification the Career Field Education and Training Plan /Specialty Training Standard (CFETP/STS) line items which support the requirements. Also, furnish copies of these documents to support the justification.

**★8.23.1.5.(Added)(SAFB). (For 82 TRG/782 TRG only).** Training equipment custodians route AF Form 601 to appropriate Training Resources Office (TTR) and Base Visual Information Service Center (82 CS/SCSV), if appropriate, for coordination and signature. Block 20 of AF Form 601 will be used for this coordination. After local coordination, route AF Form 601 directly to 82 LS/LGSSME for final processing.

**8.23.1.5.1. (Added)(SAFB).** AF Forms 601 that require Urgency of Need Designator (UND) "A" or "B" will be attached to an emergency equipment request letter explaining or justifying the requirement.

**8.23.1.5.2. (Added)(SAFB).** In the event equipment due-out on a routine priority UND "C" requires upgrading to priority "A" or "B," a letter of justification will be prepared and hand-carried through 82 TRSS/TTR.

**8.23.1.5.3. (Added)(SAFB).** Activities requesting issue or replacement of Activity Code E and P items will submit a letter to 82 TRG/782 TRG/TTR for approval or disapproval. The letter must be signed by the appropriate TTR.

**★8.23.1.5.4. (Added)(SAFB).** Do not forward actual request documentation (such as AF Form 2005). These documents should be maintained by the equipment custodian and processed to 82 LS/LGSS after the letter has been approved by 82 TRSS/ TTR.

**8.23.4.** Two copies of AF Form 2005 are required.

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